

Safe Start Plan

APPENDIX E:

MI Safe Start Phase: # 3—FLATTENING (Judiciary Return to Full Capacity Phase: #1)
--	---

As of: 5/18/20

What's Happening/Gating Requirements:

According to MI Safe Start Plan:	According to COVID-19 GUIDELINES FOR MICHIGAN'S JUDICIARY
<ul style="list-style-type: none"> • Able to monitor impact on vulnerable populations; improved testing, contact tracing and containment capacity 	Symptoms: No COVID-19 confirmed or suspected cases in the facility within a 14-day period; or, confirmed or suspected cases have occurred in the facility, but deep cleaning of exposed areas and applicable employee self-quarantine actions have been taken.
<ul style="list-style-type: none"> • Case growth is gradually declining—new cases and deaths decline for extended period 	Community Case: There is a downward trajectory of documented cases within a 14-day period; or, there is a downward trajectory of positive tests as a percent of total tests within a 14-day period (flat or increasing volume of tests).
<ul style="list-style-type: none"> • Sufficient health system capacity is in place 	Health System Capacity: Rescission of local and state restrictive movement and/or shelter-in-place orders and local and regional health care facilities are able to treat all patients without crisis care.

Overall Strategies:

<i>According to MI Safe Start Plan:</i>	<i>According to COVID-19 GUIDELINES FOR MICHIGAN’S JUDICIARY</i>
<ul style="list-style-type: none"> • Safer at home: continued distancing, increased face coverings, no gatherings 	<ul style="list-style-type: none"> • Promote social distancing and use face coverings; limit gatherings and ensure minimal foot traffic within buildings; continue remote working arrangements and accommodate vulnerable employees
<ul style="list-style-type: none"> • Lower-risk businesses open with strict workplace safety measures 	<ul style="list-style-type: none"> • Limited in-person court proceedings

<p><u>Public Safety Measures</u></p> <p><i>City Facilities Closed to Public</i></p> <p><i>Some Essential Services by Appointment</i></p> <p><i>Limited Number of Customers at a Time in Office and/or In Lines</i></p> <p><i>Drop-Off Box Available for Select Services</i></p> <p><i>Check Website for Online Services, Email and Phone Contact Info for Departments</i></p> <p><i>All Visitors Must Wear Masks/Face Coverings</i></p> <p><i>6 Foot Social Distancing Required</i></p> <p><i>Self-Screening Questionnaire Required</i></p> <p><i>Security Personnel (where present) Will Monitor Public Entrance, Visitor Self-Screening and Mask Compliance</i></p> <p><i>Public information Campaign and Signage</i></p>	<p><u>Employee Safety Measures</u></p> <p><i>Vulnerable Employees Arrange with Supervisors to Continue Remote Work</i></p> <p><i>Daily Employee Self-Screening for In-Person Reporting</i></p> <p><i>Stay/Go Home if Sick</i></p> <p><i>Wear Masks/Face Coverings and other Proper PPE in Enclosed Public Spaces</i></p> <p><i>Observe 6 Foot Social Distancing</i></p> <p><i>Follow CDC Guidelines</i></p> <ul style="list-style-type: none"> • <i>Wash Hands</i> • <i>Do Not Touch Face</i> • <i>Sneeze or Cough into a Tissue, or the Inside of Your Elbow</i> • <i>Use Hand Sanitizer</i> • <i>Frequently Disinfect Used Items and Surfaces</i> <p><i>Do Not Share Offices, Tools, Equipment</i></p> <p><i>Limit Non-Essential Visitors</i></p> <p><i>Minimize Personal and Business Travel</i></p> <p><i>Host Remote/Virtual Meetings; Use Teleconferencing</i></p>	<p><u>Employer Safety Measures</u></p> <p><i>Adopt/Update COVID-19 Preparedness Response Plan (</i></p> <p><i>Limit In-Person Reporting to Essential Services</i></p> <p><i>Accommodate Vulnerable Employees; Promote Telecommuting; Implement Split and/or Rotating Employee Shifts</i></p> <p><i>Provide Proper PPE and Enforce Policy Compliance</i></p> <ul style="list-style-type: none"> • <i>Masks</i> • <i>Gloves</i> • <i>Hand Sanitizer W/Dispenser</i> • <i>Disinfectant Wipes</i> • <i>Face Shields</i> <p><i>Exclude Anyone with COVID-19 Symptoms; Implement Notification, Isolation, and Contact Tracing Procedures</i></p> <p><i>Facility Modifications: Plexiglas; Floor Markings; Signage; Limit Capacity in Breakrooms and Restrooms; Office Floor Plan Reorganizations; Improve Ventilation If Necessary</i></p> <p><i>Sanitation and Disinfection of Common and High-Traffic Areas</i></p>
--	--	---

Safe Start Plan

MI Safe Start Phase: # 4—IMPROVING (Judiciary Return to Full Capacity Phase: #2)
---	---

As of: _____

What's Happening/Gating Requirements:

<i>According to MI Safe Start Plan:</i>	<i>According to COVID-19 GUIDELINES FOR MICHIGAN'S JUDICIARY</i>
<ul style="list-style-type: none"> <i>Robust testing, contact tracing and containment protocols in place</i> 	Symptoms: Continuation of no COVID-19 confirmed or suspected cases in the facility within a 14-day period; or, confirmed or suspected cases have occurred in the facility, but deep cleaning of exposed areas and applicable employee self-quarantine actions have been taken.
<ul style="list-style-type: none"> <i>Cases and deaths declining more sharply, percent positivity decreasing</i> 	Community Case: No evidence of a COVID-19 rebound within the local community. Continued downward trajectory of documented cases within a 14-day period; or, there is a downward trajectory of positive tests as a percent of total tests within a 14-day period (flat or increasing volume of tests).
<ul style="list-style-type: none"> <i>Healthcare system capacity continues to strengthen</i> 	Health System Capacity: Continued rescission of local and state restrictive movement and/or shelter-in-place orders and local and regional health care facilities are able to treat all patients without crisis care.

Overall Strategies:

<i>According to MI Safe Start Plan:</i>	<i>According to COVID-19 GUIDELINES FOR MICHIGAN'S JUDICIARY</i>
<ul style="list-style-type: none"> <i>Safer at home: continued distancing, increased face coverings, safe workplace practices, small gatherings</i> 	<ul style="list-style-type: none"> <i>Continue social distancing and face coverings; allow limited gathering in courts and common areas; encourage remote working arrangements; resume travel with precautions</i>
<ul style="list-style-type: none"> <i>Additional lower-risk businesses open with strict workplace safety measures; other retail can open with capacity limits; offices open but encourage telecommuting when possible</i> 	<ul style="list-style-type: none"> <i>"Limited public access" encouraged: increase in on-site court proceedings, off-site visits; accept remote filings to the greatest extent possible</i>

<p><u>Public Safety Measures</u></p> <p><i>Limited Public Access to City Facilities</i></p> <p><i>Appointments Necessary for Some Services</i></p> <p><i>Limited Number of Customers at a Time in Office and/or In Lines</i></p> <p><i>Drop-Off Box Available for Select Services</i></p> <p><i>Check Website for Online Services, Email and Phone Contact Info for Departments</i></p> <p><i>All Visitors Must Wear Masks/Face Coverings</i></p> <p><i>6 Foot Social Distancing Required</i></p> <p><i>Self-Screening Questionnaire Required</i></p> <p><i>Security Personnel (where present) Will Monitor Public Entrance, Visitor Self-Screening and Mask Compliance</i></p> <p><i>Public information Campaign and Signage</i></p>	<p><u>Employee Safety Measures</u></p> <p><i>Vulnerable employees arrange with Supervisors to continue remote work</i></p> <p><i>Daily Employee Self-Screening for In-Person Reporting</i></p> <p><i>Stay/Go Home if Sick</i></p> <p><i>Wear Masks/Face Coverings and other Proper PPE in Enclosed Public Spaces</i></p> <p><i>Observe 6 Foot Social Distancing</i></p> <p><i>Follow CDC Guidelines</i></p> <ul style="list-style-type: none"> • <i>Wash Hands</i> • <i>Do Not Touch Face</i> • <i>Sneeze or Cough into a Tissue, or the Inside of Your Elbow</i> • <i>Use Hand Sanitizer</i> • <i>Frequently Disinfect Used Items and Surfaces</i> <p><i>Do Not Share Offices, Tools, Equipment</i></p> <p><i>Resume Personal and Business Travel with CDC Precautions</i></p> <p><i>Host Remote/Virtual Meetings; Use Teleconferencing When Possible</i></p>	<p><u>Employer Safety Measures</u></p> <p><i>Review and Update COVID-19 Preparedness Response Plan</i></p> <p><i>Resume In-Person Employee Reporting, While Accommodating Vulnerable Employees, Encouraging Telecommuting When Possible and Maintaining Social Distancing</i></p> <p><i>Provide Proper PPE and Enforce Policy Compliance (</i></p> <ul style="list-style-type: none"> • <i>Masks</i> • <i>Gloves</i> • <i>Hand Sanitizer W/Dispenser</i> • <i>Disinfectant Wipes</i> • <i>Face Shields</i> <p><i>Exclude Anyone with COVID-19 Symptoms; Implement Notification, Isolation, and Contact Tracing Procedures</i></p> <p><i>Facility Modifications: Maintain Physical Barriers, Floor Markings, Signage, and Proper Ventilation</i></p> <p><i>Resume but Limit Occupancy of Common Areas such as Board Chambers, Breakrooms and Restrooms</i></p> <p><i>Sanitation and Disinfection of Common and High-Traffic Areas</i></p>
--	--	--

Safe Start Plan

MI Safe Start Phase: # 5—CONTAINING (Judiciary Return to Full Capacity Phase: #3)
<i>As of : _____</i>	

What’s Happening/ Gating Requirements:

<i>According to MI Safe Start Plan:</i>	<i>According to COVID-19 GUIDELINES FOR MICHIGAN’S JUDICIARY</i>
<ul style="list-style-type: none"> <i>Robust testing, contact tracing and containment protocols in place</i> 	Symptoms: Continuation of no COVID-19 confirmed or suspected cases in the facility within a 14-day period; or, confirmed or suspected cases have occurred in the facility, but deep cleaning of exposed areas and applicable employee self-quarantine actions have been taken
<ul style="list-style-type: none"> <i>Cases and deaths at low absolute rates per capita</i> 	Community Case: No evidence of a COVID-19 rebound within the local community. Continued downward trajectory of documented cases within a 14-day period; or, there is a downward trajectory of positive tests as a percent of total tests within a 14-day period (flat or increasing volume of tests).
<ul style="list-style-type: none"> <i>Healthcare system capacity is very strong</i> 	Health System Capacity: Continued rescission of local and state restrictive movement and/or shelter-in-place orders and local and regional health care facilities are able to treat all patients without crisis care.

Overall Strategies:

<i>According to MI Safe Start Plan:</i>	<i>According to COVID-19 GUIDELINES FOR MICHIGAN’S JUDICIARY</i>
<ul style="list-style-type: none"> <i>Stay Safe: continued distancing, face coverings, mitigated workplaces, increased size gatherings</i> 	<ul style="list-style-type: none"> <i>Vulnerable employees return to work, with social distancing. Face coverings when unable to social distance. Minimize time spent in crowds; continue travel with precautions</i>
<ul style="list-style-type: none"> <i>Most businesses open with strict workplace mitigation; travel can resume</i> 	<ul style="list-style-type: none"> <i>Fully resume on-site court proceedings and off-site visits; Allow gathering in common areas and large venues, with 6-foot social distancing</i>

<p><u>Public Risk Mitigation</u></p> <p><i>City Facilities Open to Public</i></p> <p><i>Appointments Necessary for Some Services</i></p> <p><i>6-foot Social Distancing of Customers in Office, in Lines and in Common Areas</i></p> <p><i>Drop-Off Box(es) Available for Payments</i></p> <p><i>Check Website for Online Services, Email and Phone Contact Info for Departments</i></p> <p><i>Visitors Encouraged to Wear Face Coverings</i></p> <p><i>Public information Campaign and Signage</i></p>	<p><u>Employee Risk Mitigation</u></p> <p><i>Vulnerable Employees Return to In-Person Work</i></p> <p><i>Stay/Go Home if Sick</i></p> <p><i>Observe 6 Foot Social Distancing</i></p> <p><i>Wear Masks/Face Coverings if Unable to Social Distance</i></p> <p><i>Follow CDC Guidelines</i></p> <ul style="list-style-type: none"> • <i>Wash Hands</i> • <i>Do Not Touch Face</i> • <i>Sneeze or cough into a tissue, or the inside of your elbow</i> • <i>Use Hand Sanitizer</i> • <i>Frequently disinfect used items and surfaces</i> <p><i>Do Not Share Offices, Tools, Equipment</i></p> <p><i>Continue Personal and Business Travel with CDC Precautions</i></p> <p><i>Limit Time Spent in Crowded Areas</i></p>	<p><u>Employer Risk Mitigation</u></p> <p><i>Review and Update COVID-19 Preparedness Response Plan</i></p> <p><i>Resume In-Person Employee Work and Maintain Social Distancing</i></p> <p><i>Provide Proper PPE and Encourage its Use When Unable to Socially Distance:</i></p> <ul style="list-style-type: none"> • <i>Masks</i> • <i>Gloves</i> • <i>Hand Sanitizer W/Dispenser</i> • <i>Disinfectant Wipes</i> • <i>Face Shields</i> <p><i>Exclude Anyone with COVID-19 Symptoms; Implement Notification, Isolation, and Contact Tracing Procedures</i></p> <p><i>Facility Modifications: Maintain Physical Barriers, Floor Markings, Signage, and Proper Ventilation</i></p> <p><i>Resume Occupancy of Common Areas such as Board Chambers, Breakrooms and Restrooms, with Social Distancing</i></p> <p><i>Sanitation and Disinfection of Common and High-Traffic Areas</i></p>
--	---	---

Safe Start Plan

MI Safe Start Phase: #6—POST-PANDEMIC (

Judiciary Return to Full Capacity Phase: #4)

As of : _____

What's Happening/ Gating Requirements:

According to MI Safe Start Plan:	According to COVID-19 GUIDELINES FOR MICHIGAN'S JUDICIARY
<ul style="list-style-type: none"> High uptake of an effective therapy or vaccine 	Symptoms: Continuation of no COVID-19 confirmed or suspected cases in the facility within a 14-day period; or, confirmed or suspected cases have occurred in the facility, but deep cleaning of exposed areas and applicable employee self-quarantine actions have been taken
<ul style="list-style-type: none"> Community spread not expected to return 	Community Case: No evidence of a COVID-19 rebound within the local community. Continued downward trajectory of documented cases within a 14-day period; or, there is a downward trajectory of positive tests as a percent of total tests within a 14-day period (flat or increasing volume of tests)
	Health System Capacity: Continued rescission of local and state restrictive movement and/or shelter-in-place orders and local and regional health care facilities are able to treat all patients without crisis care

Overall Strategies:

According to MI Safe Start Plan:	According to COVID-19 GUIDELINES FOR MICHIGAN'S JUDICIARY
<ul style="list-style-type: none"> Sufficient community immunity and availability of treatment 	<ul style="list-style-type: none"> Employees resume normal work duties with social activities and gatherings; recommended hygiene practices should continue
<ul style="list-style-type: none"> All businesses open; gatherings of all sizes with new safety guidance and procedures; social distancing rules are relaxed and large events are permitted. 	<ul style="list-style-type: none"> Return to full capacity, with increased use of virtual proceedings to mitigate risk, improve convenience to parties, and to expand public access to the courts

<p><u>Public Risk Mitigation</u></p> <p><i>City Facilities Open to Public</i></p> <p><i>Services Resume as Normal</i></p> <p><i>No Required Social Distancing of Customers</i></p> <p><i>Drop-Off Box(es) Available for Payments</i></p> <p><i>Check Website for Online Services, Email and Phone Contact Info for Departments</i></p> <p><i>Public Information Campaign and Signage</i></p>	<p><u>Employee Risk Mitigation</u></p> <p><i>All Employees Return to In-Person Work</i></p> <p><i>Stay/Go Home if Sick</i></p> <p><i>No Required Social Distancing</i></p> <p><i>No Masks/Face Coverings required</i></p> <p><i>Follow CDC Guidelines</i></p> <ul style="list-style-type: none"> • <i>Wash Hands</i> • <i>Do Not Touch Face</i> • <i>Sneeze or Cough into a Tissue, or the Inside of Your Elbow</i> • <i>Use Hand Sanitizer</i> • <i>Frequently Disinfect Used Items and Surfaces</i> <p><i>Continue to Wash/Disinfect Shared Office Spaces, Tools, Equipment</i></p> <p><i>Continue Personal and Business Travel with CDC Precautions</i></p> <p><i>Normal Social Gatherings in Breakrooms and Common Areas Allowed</i></p>	<p><u>Employer Risk Mitigation</u></p> <p><i>Review and Update COVID-19 Preparedness Response Plan</i></p> <p><i>Resume In-Person Employee Work as Normal</i></p> <p><i>Provide Proper PPE and Encourage its Use as Needed Depending on Risk of Job Duties:</i></p> <ul style="list-style-type: none"> • <i>Masks</i> • <i>Gloves</i> • <i>Hand Sanitizer W/Dispenser</i> • <i>Disinfectant Wipes</i> • <i>Face Shields</i> <p><i>Exclude Anyone with COVID-19 Symptoms; Implement Notification, Isolation, and Contact Tracing Procedures</i></p> <p><i>Physical Barriers, Floor Markings and Other Social Distancing Facilities Modifications No Longer in Place</i></p> <p><i>Normal Occupancy of Common Areas such as Courtrooms, Board Chambers, Breakrooms and Restrooms</i></p> <p><i>Resume Normal Cleaning Regimen</i></p>
---	--	---